

MAY 15 1962

MEMORANDUM FOR: Assistant Deputy Director (Plans) (Administration)

SUBJECT: Inadequacy of Space Allocation

1. The establishment of the merged Operations Office, with the resultant relocation of the several Foreign Divisions into joint physical locations, has pointed up the inadequacy of space allocations presently authorized for OS/OPT occupancy. While the problem at the moment is approaching serious proportions, it will be decidedly worsened by the submission and approval of a new Table of Organization for OSC which will call for an increase of between 10% and 20% in our departmental strength. The eventual establishment of regional headquarters in the field will help alleviate the present overcrowded conditions, but I doubt if these headquarters can be established before we reach the saturation point in our present quarters.

2. It is my understanding that Administrative Services presently allocates space to units of organization on the basis of the total authorized departmental Table of Organization, plus 10% of that figure to accommodate trainees or "casuals". Administrative Services believes that such an allocation formula provides sufficient lee-way to adequately house individuals in a "casual" or trainee capacity. I would like to submit for your information the results of a study I have had conducted to show that, in practice, this formula is not sufficient to accommodate our needs. Tab A gives information as to the departmental authorized strength, people on duty and in process, and average number of "casuals" requiring desk space for the six Foreign Divisions located in Buildings J, K, and L. The "casual" strength figure is based on an analysis of the number and disposition of OSC "casuals" during the months of January, February, and March 1962. I am satisfied that the figure stated for the average number of "casuals" requiring desk space at any given time is a correct one. The factors creating this "casual" population problem are varied and complex, and have previously been reported to your Chief, General Support Unit. There is little reason to believe that the average "casual" figure per Division will materially decrease in the near future.

3. I should like to point out that the bringing of this matter to your attention is not to be construed as a criticism of Administrative Services. Heretofore they have not been presented with an analysis of the "casual" population and the effect that that figure has on authorized space allocations. Unfortunately, I am able to present only the OSC

statistics, but I have reason to believe that OPC has a greater "casual" population in Washington than does OSC. Therefore the problem assumes even greater proportions than portrayed in the attached figures. If OSC will present the same type analysis as attached herewith, the full magnitude of the problem can then be assessed and the need for some immediate relief underscored.


Assistant Director
Special Operations

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Attachment
Tab A

cc: Chief, Administrative Services
Chief, Administration & Logistics/OP
Chief, General Support Unit (AS/1)